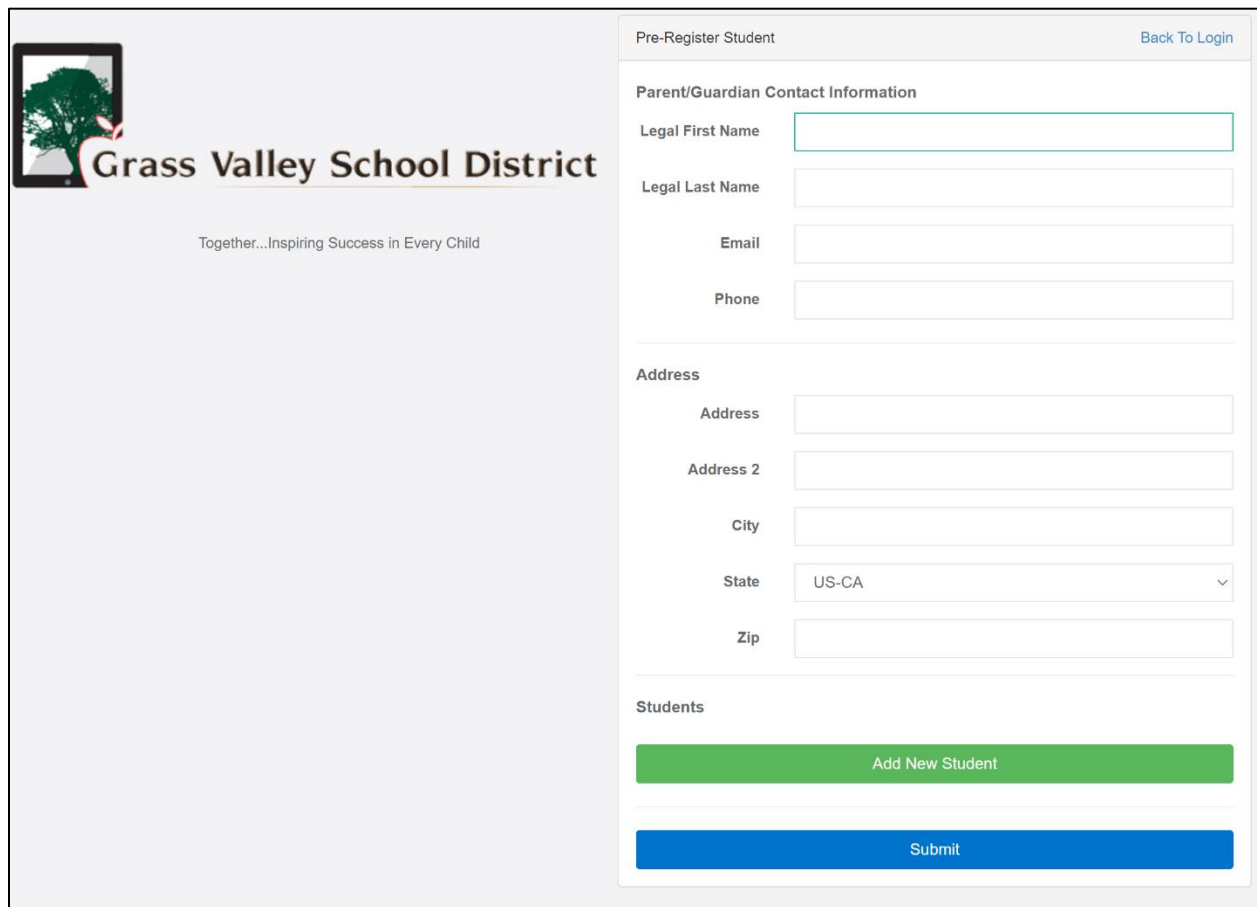


Grass Valley School District Student Online Pre-Registration Application Instructions

For grade levels K – 8. For enrollment in pre-school programs, please call (530) 575-2641

Click on this link <https://gvsd.illuminatehc.com/preregister>



The screenshot shows the 'Pre-Register Student' web form. On the left is the Grass Valley School District logo with the tagline 'Together...Inspiring Success in Every Child'. The main form area is titled 'Pre-Register Student' and includes a 'Back To Login' link. The form is divided into sections: 'Parent/Guardian Contact Information' with fields for Legal First Name, Legal Last Name, Email, and Phone; 'Address' with fields for Address, Address 2, City, State (a dropdown menu currently showing 'US-CA'), and Zip; and 'Students' with a green 'Add New Student' button and a blue 'Submit' button.

This first screen is for Parent/Guardian Contact Information

Please enter the following information in the appropriate space;

Legal First Name = "**Your** First Name"

Legal Last Name = "**Your** Last Name"

Email = "**Your** email address"

Phone = "Your phone number"

Address = "Your address" eg. 1234 Main St

Address 2 = "Your address 2" if needed eg. Apt#103

City = "City of your address"

State = "State of your address" eg. CA

Zip = "Zipcode of your address" eg. 95945

District

Pre-Register Student

[Back To Login](#)

Parent/Guardian Contact Information

Legal First Name

Legal Last Name

Email

Phone

Address

Address

Address 2

City

State

Zip

Students



After you have entered your information click the green **Add New Student** button and the following screen opens up

The screenshot shows a 'Students' form with the following fields and dropdown menus:

- Legal First Name:** Text input with 'First Jr' entered.
- Legal Last Name:** Text input with 'Last' entered.
- Gender:** Dropdown menu with 'Select Gender' selected. The dropdown list shows 'Female', 'Male', and 'Non-binary'.
- Birth Date:** Text input with '01/01/2011' entered.
- Enrollment Year:** Dropdown menu with 'Select Academic Year' selected. The dropdown list shows '2020 - 2021'.
- School:** Dropdown menu with 'Select School' selected. The dropdown list shows 'Bell Hill Academy', 'Lyman Gilmore Middle School', 'Margaret G. Scotten School', and 'Grass Valley Charter School'.
- Grade Level:** Dropdown menu with '4th Grade' selected. The dropdown list shows 'Kindergarten', '1st Grade', '2nd Grade', '3rd Grade', and '4th Grade'.

At the bottom of the form, there is a green 'Add New Student' button and a blue 'Submit' button. Red arrows indicate the relationship between the dropdown menus and their corresponding form fields.

Legal First Name = “Your **student’s** First Name”

Legal Last Name = “Your **student’s** Last Name”

Gender = “Your **student’s** gender”

Birth Date = “Your **student’s** birthdate”

Enrollment Year = “The year your student will be enrolling” eg. 2020-2021

School = “The school where you would like to enroll your student” *This does not guarantee placement. If you reside within the Grass Valley School District’s boundary, we will accommodate your student at a site within the district. Some sites are impacted and some operate on a lottery system. Select your first choice in the drop down menu. If your choice operates on the lottery system, you will be notified and your student will be enrolled at an open site pending subsequent space and lottery selection.

Grade Level = “The grade level in which your student will be enrolled” (will autofill based on birthdate)

Once completed if you have another student to enroll click the green **Add New Student** button and repeat the same process. After you have filled out all the information for your student(s) click the blue **Submit** button to send your information to the Grass Valley School District staff.

This screen will confirm that your pre-registration data submitted successfully. Keep this screen open and, in another tab or screen, check your email. You will receive an email at the email address that you entered. The email will contain a code that you will use to access the Parent Portal. The Parent Portal is important for continuing the pre-registration process with the Grass Valley School District. You may also receive a phone call from staff at the number you provided. Please re-enter your **First Name, Last Name, Email, Phone, and the Access Key/code from the email you receive, create and confirm a password.**

Create Parent Account [Back To Login](#)

Pre-registration was successfully submitted! Once this information has been reviewed by district or school personnel, you will receive an email that contains your portal access information along with instructions on how to register your account. Once you have registered your account, you will be able to continue the pre-registration process. If you have any questions please contact the district or school office. Thank you.

First Name

Last Name

Email
This email will be used as your username when logging in.

Phone

Access Code
If you do not have an access code, please contact your school district to receive one.


Password


Password

Confirm Password

Sample Email with Access Key:

Illuminate Home Connection Access Information Inbox x illuminate x

 **Illuminate Education** <noreply@illuminateed.com>
to me ▾



Illuminate Home Connection Registration Details

Use the details below to fill out the registration form.

First Name: First
Last Name: Last
Access Key: 059E2A70B1E32
Email: flast@email.com

[Click to Register](#)

For additional information about this notification, please reach out to Grass Valley School District.

This will conclude your start of the pre-registration process. The office will contact you with additional requirements necessary to enroll your student(s). Please keep us informed of any changes.

Lyman Gilmore Middle School 10837 Rough and Ready Hwy, Grass Valley, CA 95945 Phone: (530) 273-8479	Grass Valley Charter School 225 S Auburn St, Grass Valley, CA 95945 Phone: (530) 273-8723
Margaret Scotten School 10821 Squirrel Creek Rd, Grass Valley, CA 95945 Phone: (530) 273-6472	Bell Hill Academy 342 S School St, Grass Valley, CA 95945 Phone: (530) 273-2281